



2008- 2009 Project Grants for Organizations

Strengthening Virginia through the Arts

2008-2009 Project Grants for Organizations is for expenses occurring between July 1, 2008 and June 15, 2009.

Organizations may submit a complete application no later than 5:00 PM, March 3, 2008. **This is a receipt deadline, not a postmark deadline.** The Commission will not accept applications via fax, email, or other electronic means.

Grant applicants are responsible for reading the Commission's *2008-2010 Guidelines for Funding* to determine eligibility.

Commission grantees will be expected to comply with all policies as stated in the *Guidelines for Funding*.

In signing the Certification of Assurances, applicants are agreeing to comply with the conditions listed in the Guidelines.

If you have further questions regarding your organization's eligibility, please visit or website at www.arts.virginia.gov. To receive a copy of the *2008-2010 Guidelines for Funding*, contact the Commission staff:

Virginia Commission for the Arts
223 Governor Street
Richmond, VA 23219
Ph: 804-225-3132
Email: arts@arts.virginia.gov
www.arts.virginia.gov



2008-2009 PROJECT GRANTS FOR ARTS ORGANIZATIONS *Strengthening Virginia through the Arts*

Twelve (12) copies of the application (see checklist) must be received no later than 5:00 PM, March 3, 2008. The Virginia Commission will not accept any application materials via fax or email. Original signatures are required on the Certification of Assurances and Grant Conditions form. For assistance or more information, contact the Commission office. The Commission staff is available for consultation on applications and to review drafts of applications.

Mail application to:

Virginia Commission for the Arts
223 Governor Street
Richmond, VA 23219
804/225-3132 (phone)
arts@arts.virginia.gov
www.arts.virginia.gov

DIRECTIONS:

Please type answers to all of the following sections on your own paper following the numbered sequence. **Use no more than TEN (10) 8 1/2"x 11" regular *white* pages typed on one side, excluding supporting documentation. Use a typeface of 12 point or larger.** Use binder clips in the upper left-hand corner of each copy of the application.

Do not submit applications in spiral binders, plastic sleeves or folders.

1. Type "2008-2009 Project Grants for Organizations" at the head of the page.

2. **Applicant Organization Name.** Name, address and zip code of organization applying for funds. This is the address to which any grant funds will be sent. Include the name of the county or independent city in which the organization is based.

3. **Telephone/FAX/Email/URL.** Include area code and telephone number of applicant organization as well as any fax number, email address or website for the organization.

4. **Federal Employer ID number.** Federal Employer ID number is assigned to your organization by the federal government as your Federal Employers' Identification Number (this is not your Virginia Sales Tax number.) The number must be included in your application. Please make sure the number is entered correctly. Payments cannot be made without the Federal Employer ID Number. Payments to public schools may be made via electronic transfer. If so, grant payment may be sent to the school division's central office. **(A letter from the Internal Revenue Service with the Federal Employer ID number must be included with the application. Not applicable to public schools or government units.)**

5. **Contact person.** Name, title, and telephone number (if different from above) of person to contact for more information about this application.

6. **Title and Brief Summary of Project.** Title should specify the nature of the activity for which funding is requested. In 2-3 sentences briefly summarize the proposed project.

7. **Start and end dates.** The first and last dates of the project for which assistance is requested. No activities for which Commission funds are requested may begin before July 1, 2008 or end after June 15, 2009.

8. **Project Director** (if different than contact person listed above).

continued on next page

9. Anticipated size of audience/number of participants.

10. Number of artists to participate.

11. Total estimated cash expenses of project.

12. Total estimated cash income from other sources and cash from applicant organization.

13. Project grant amount requested from the Virginia Commission for the Arts. Not to exceed 50% of estimated cash expenses of the project.

14. International Activity. Please write "International Activity" and either "yes" or "no" to indicate whether your request includes funds for any of the following:

- 1) activities involving travel to other countries;
- 2) activities in which foreign artists visit the U.S.;
- 3) any cultural exchange program; or
- 4) activities linking your organization with artists or institutions in other countries.

15. Description of the Project.

Describe the project for which funding is requested. (NOTE: For new and emerging organizations applying for operating support, describe your organization and programs.) Include specific information on the nature of the activity (concert, exhibition, survey, etc.), site(s), artists involved and other pertinent facts. Describe the way in which you have developed plans for this project, including who is involved in the planning. Describe how the community will benefit from this project. Applications from colleges/universities should be for activities not otherwise available in the community. If the applicant is a college/university department please address this point in the project description.

ALSO ANSWER THESE QUESTIONS ABOUT THE PROJECT: Is this a new (never-done-before) project? If new, is it a one-time-only project? Is it a pilot for a future program? If not new, does the proposal represent an expansion over the project's previous size? If so, describe this expansion. If not expanded, why are you applying for Commission support of an existing project?

16. Relationship of the project to organization's mission.

How does this project reflect your organization's mission or purpose?

17. Anticipated audience for the project.

Who is the primary audience for this project (artists, general public, children, racial/ethnic groups, special constituencies, etc.)? How does the proposed project serve the needs of the community/audience targeted?

18. Projects creating or presenting new work.

The Commission is particularly interested in supporting the creation or presentation of new art work, especially work created by Virginia artists. Does the proposed project involve the creation of new work? Will it challenge your audience or the artists involved in an unusual way?

19. Marketing of the project.

Describe how your organization will market this project; including both advertising and publicity efforts.

20. Evaluation of the project.

Describe how your organization will measure the success or failure of the project.

21. Budget of the project.

A. List the estimated cash expenses and cash income of the project using this format:

(Under estimated cash income, please list source from which funding has been requested and/or secured. Do not include in-kind contributions.)

Estimated Cash Expenses of the Project		Estimated Cash Income of the Project	
<u>Description</u>	<u>Amount</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
*TOTAL CASH EXPENSES:	\$ _____	*GRANT AMOUNT REQUESTED: TOTAL CASH INCOME:	\$ _____

*** PLEASE NOTE: Total expenses and income should be equal, if not, please explain. Total grant request must not exceed 50% of total estimated cash expense of project.**

B. Describe the impact of partial funding on this project. What changes would you make?

If your organization is a college or university, do not include fixed administrative or "overhead" expenses as part of the project expenses. Include only those expenses which are directly related to the project and which will be incurred **only** if the project happens. Colleges/universities may not include faculty or staff salaries as income or expense for the project.

QUESTIONS 22, 23 AND 24 MAY BE OMITTED IF YOUR ORGANIZATION IS A COLLEGE, UNIVERSITY, OR UNIT OF LOCAL GOVERNMENT.

22. Organizational Structure.

A. When was your organization founded? When was it incorporated? How many people are currently employed by or volunteering their efforts to your organization? Use the following format for your answer: Include volunteer/paid contracted/fee for service/full or part-time individuals.

	Full-Time	Part-Time Paid	Volunteer
Administrative	_____	_____	_____
Artistic	_____	_____	_____
Technical	_____	_____	_____
Board/Trustees	_____	_____	_____
Other (committees, etc)	_____	_____	_____

continued on next page

- B. List principal paid staff positions by title. Indicate full or part time. Show hours per week for part-time.
- C. Describe the Board of Directors/Trustees major functions. How are members chosen? What is the average length of board service? How often does the board meet? What skills and community groups are represented by board members? Do any members of the board of directors perform or exhibit with your organization? If so, how many? Describe any unique features of your organization's structure which help it achieve its mission.

23. Racial/Ethnic Involvement

- A. Describe the racial/ethnic demographics of your service area. Describe the effort you make to involve people of color (Asian, Black/African American, Hispanic/Latino, American Indian/Alaskan Native, Native Hawaiian/Pacific Islander or) in your organization as board, staff, volunteers and audience. What steps have you taken to develop specific programs which address the needs and/or interests of multi-cultural people?
- B. For the people listed in Section 23A, how many are people of color or special constituencies? (definitions: people of color--American Indian/Alaskan Native, Asian, Black/African American, Native Hawaiian/Pacific Islander or Hispanic/Latino; special constituencies--individuals with mental or physical disabilities or older persons.) Use the following format for your answer (note: further information is required on the attached National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form):

	People of Color	Special Constituencies
Administrative		
Artistic		
Technical		
Board/Trustee members		
Other (committees/etc.)		

24. Compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Section 504 of the Rehabilitation Act of 1973 is the federal law prohibiting discrimination against persons with physical or mental disabilities in federally assisted programs.

- A. Are your organization's physical facilities and real estate owned, rented, donated, or shared? Briefly describe the facilities your organization uses most often for administration and/or its programs.
- B. Who is the accessibility coordinator for your organization? Does your staff receive training in working with persons with disabilities?
- C. Answer the following questions. Do not skip any of these questions. If some are not applicable to your organization, write "N/A" and explain why.
- Does your organization have an advisory committee to oversee compliance with Section 504 of the Rehabilitation Act?
 - Is there ramp access or elevators for wheelchairs?
 - Is there a wheelchair area for viewing performances?
 - Are there restroom facilities with grab bars and door widths to accommodate wheelchair users?
 - Will your public performances or programs provide:
 - Interpreters for persons who are deaf?
 - Telecommunications device for the deaf to reserve tickets or obtain information?
 - Hearing amplification (FM, infrared, etc.) for persons with hearing impairments?
 - Audio description of performances or presentations for persons who are blind or have low vision?
- D. Describe any plans your organization has to improve its future accessibility to individuals with mental or physical disabilities or older persons.

25. Other supporting documentation. Please refer to the Project Grant Application CHECKLIST page for the additional supporting documentation which MUST be submitted with your application.

<p style="text-align: center;">2008- 2009 PROJECT GRANT APPLICATION SUBMISSION PACKET CHECKLIST</p>
--

A complete Project Grant Application must contain **TWELVE SETS OF ITEMS #1-5, COLLATED IN THE ORDER LISTED BELOW**, and one each of items #6-9: (You do not need to submit this checklist with your application.)

Do not submit application in spiral binders, plastic sleeves or folders.

1. A completed Project Grant Application (no more than ten 8.5" x 11" pages typed on one side).
2. Resumes or biographical sketches of the principal personnel (paid or unpaid) involved in the execution of this project. Show each person's title for the project on the resume/sketch. Include artistic director, manager/executive director, project director, and other key individuals.
3. A list of the current Board of Directors/ Trustees, including addresses. Indicate officers of the Board.
4. Documentation regarding artistic quality of the proposed project. If the project is not a new activity, submit reviews of the project from previous years. If it is new, submit reviews of similar kinds of projects previously undertaken by the applicant organization or other documentation (detailed resume of the artist in charge of the project, for example) to prove high artistic quality of the proposed project. Other examples of supporting documentation may include letters of support, audience surveys, and samples of materials produced by the applicant, such as study guides, printed programs, etc. The advisory panel will not review video or audio tapes during the panel meeting. However, you may, but are not required to, send copies of such tapes to the panelists in advance of the panel meetings. The names and addresses of the panelists, as well as the dates and locations of the panel meetings, are available from the Commission website at www.arts.virginia.gov or by calling the office at 804-225-3132.
5. Opinioned, audited financial statements for the most recently completed fiscal year, if available. If your organization does not have audited financial statements, you may submit a Treasurer's financial report showing total cash income and expenses for the most recently completed fiscal year. If your organization's audited statements are lengthy, you may submit one full set and 15 copies of the Income and Expense Statement portion. Units of government, public schools, and state or private universities do not need to submit financial statements for project applications.

ONLY ONE COPY OF EACH NEEDED.

6. ONE COPY ONLY, attach to top application set: **Signed Certification of Assurances Form** (two pages). This form is attached to this application packet. This form must be signed by an authorizing official of the applicant organization. NOTE: **The authorizing official of a public school is the principal** not a classroom teacher.
7. ONE COPY ONLY, attach to top application set: **Letter from the Internal Revenue Service** showing your organization's Federal Employers' Identification Number and tax-exempt status. Not applicable to public schools or government units.
8. ONE **National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form**, attach to top application (attachment will not be considered during the grant-making process).

Any application not containing all of the items listed above in the order shown will be considered incomplete. Applicants with incomplete applications will be contacted by Commission staff and informed of the missing information and the deadline for submission. Incomplete applications will **not** be reviewed by a panel or acted upon by the Commission **unless** the applicant re-submits the completed application by the due date.

KEEP A COPY OF YOUR APPLICATION AND ALL ATTACHMENTS

**CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS 2008-2009
FOR PROJECT GRANT GRANTEES
OF THE VIRGINIA COMMISSION FOR THE ARTS**

Virginia Commission for the Arts (Commission) grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

Commission Project grants are limited to:

- 50% or less of cash costs of any activity funded through a Project Grant
- Commission grants to any established arts organization in one year will total no more than 30% of that organization's income for the previous year.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- provide accurate, current and complete financial records of each grant.
- provide the Commission an opinioned, independent audit of its financial records if the organization's income is \$300,000 or more for at least the two prior consecutive years.
- maintain accounting records which are supported by source documentation.
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- maintain procedures ensuring timely disbursement of funds.
- provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make substantial changes in budget, schedule, program, personnel. The requested changes must be approved in advance by the Commission.

NOTE: If any project receiving grant support from the Commission has actual income in excess of expenses, the grantee must use these funds for other arts activities and the Commission must approve the organization's use of any of these excess funds up to the amount of the grant.

Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

continued on next page (signature required)

- Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with physical or mental disabilities in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts ("ADA Coordinator").

Each grantee will submit a Final Report to the Commission within thirty (30) days of the end of the grant period and **before June 15, 2009** (A Final Report form is sent by the Commission with each grant award letter. It is the responsibility of the grantee to hold this form for completion until the end of the grant period). This report will contain a comparison of **actual** with **budgeted** amounts (as submitted on the application) for each grant prepared from the grantee's accounting records.

Acknowledgment of the Commission must be made in **all** published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported. Suggested language is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts."

This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the organization's compliance with the grant conditions listed above. A duly authorized individual must also sign the final report form.

The undersigned certifies to the best of his/her knowledge that:

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above.

The undersigned further certifies that he / she has the legal authority to obligate the applicant organization.

Typed Name of Authorizing Official

Title

Signature of Authorizing Official

Date

Applicant Organization Name: _____

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE***Racial/Ethnicity Data Collection Form*****Individual Applicants:**

Individuals should circle **any combination** of the characteristics listed below that apply:

- A: Asian**
B: Black/African American
H: Hispanic/Latino
N: American Indian/Alaskan Native
P: Native Hawaiian/Pacific Islander
W: White

Organizational/Institutional Applicants

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

- A: 50% or more Asian**
B: 50% or more Black/African American
H: 50% or more Hispanic/Latino
N: 50% or more American Indian/Alaskan Native
P: 50% or more Native Hawaiian/Pacific Islander
W: 50% or more White
99: No single group listed above represents 50% or more of staff or board or membership

For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

- A: Asian individuals**
B: Black/African American individuals
H: Hispanic/Latino individuals
N: American Indian/Alaskan Native individuals
P: Native Hawaiian/Pacific Islander individuals
W: White individuals
99: No single group

NOTE: Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.